

NELAC FOURTH INTERIM MEETING

- Detailed Schedule of Events & Locations -

**January 11 - 14, 1999
Hyatt Regency Bethesda
Bethesda, Maryland**

Monday, January 11, 1999

8:00 am - 5:00 pm	Conference Registration	Meeting Level Foyer
11:00 am - 12:30 pm	Opening Plenary	Crystal Ballroom
12:30 pm - 1:30 pm	Lunch (on your own)	
1:30 pm - 4:30 pm	Concurrent Committee Sessions	
	<i>Quality Systems</i>	Old Georgetown/Congressional
1:30 pm - 1:50 pm	Introduction of Committee Members, Review of Agenda, Approach for Receiving & Responding to Comments, and Meeting Ground Rules	
1:50 pm - 2:50 pm	Proposed Changes to Standards: Section 5.9.4, Calibration	
2:50 pm - 3:00 pm	Proposed Changes to Standards: Section D.1.4, Detection	
3:00 pm - 3:15 pm	BREAK	
3:15 pm - 3:35 pm	Proposed Changes to Standards: Section D.1.4, Detection (continued)	
3:35 pm - 4:30 pm	Proposed Changes to Standards: Section D.5, Air Testing	
	<i>Program Policy & Structure</i>	Judiciary Suite
1:30 pm - 1:40 pm	Introduction of Committee Members and Review of Agenda	
1:40 pm - 2:10 pm	Report from Field Measurements Subcommittee	
2:10 pm - 2:40 pm	Report from Agriculture Labs Subcommittee	
2:40 pm - 3:00 pm	Review of Changes Proposed for Constitution and Bylaws	
3:00 pm - 3:15 pm	BREAK	
3:15 pm - 4:00 pm	Review of Proposed Single Glossary	
4:00 pm - 4:30 pm	Other Business	

Accrediting Authority

Cabinet Suite

1:30 pm - 1:40 pm	Introduction of Committee and Review of Agenda	
1:40 pm - 1:50 pm	Review of Current Status of Chapter 6; Discussion of Changes to Chapter 6 since NELAC IV	
	- Requirement for updating NELAP national database at 6.3.3.1.1.(d)	
	- Definition of governmental laboratory added to Glossary	
1:50 pm - 2:00 pm	Review of NELAP Progress	
2:00 pm - 3:00 pm	New Issues	
	- Consistency of assessments of accrediting authorities	
	- Training of NELAP assessment team members; committee's role in the content of the training program	
	- Review Sections 6.9.1(d) and (e), qualifications of assessment team members	
3:00 pm - 3:15 pm	BREAK	
3:15 pm - 4:15 pm	- Oversight of NELAP as body recognizing accrediting authorities in relation to ISO Guides 58 and 61	
	-If NELAP or USEPA Regions grant NELAP accreditation to State primacy labs, are these USEPA programs NELAP-recognized?	
	- Should committee consider including in AARB's responsibilities a requirement to audit NELAP?	
	- Additional issues raised by committee members, attendees	
4:15 pm - 4:30 pm	Discussion of report to be made to closing plenary session	
5:00 pm - 7:00 pm	Meet the Board of Directors Gathering	Fellini's, Lobby Level

Tuesday, January 12, 1999

8:00 am - 5:00 pm	Conference Registration	Meeting Level Foyer
9:00 am - 12:00 pm	Concurrent Committee Sessions	

Quality Systems

Cabinet/Judiciary

9:00 am - 9:30 am	Section D.3 and 5.9.4.2.2.f, Microbiology
9:30 am - 9:45 am	Section 5.5.3.1, Internal Audits
9:45 am - 10:00 am	Appendix B, Definitions for "Confirmation", "Initial Demonstration of Capability", "Matrix", "Quantitation Limits", and Proposed Changes Recommended by Program Policy and Structure Committee
10:00 am - 10:15 am	Appendix B, Discussion Topics Continued
10:15 am - 10:30 am	BREAK
10:30 am - 11:00 am	Appendix B, Discussion Topics Continued
11:00 am - 11:30 am	Appendix C, Initial Demonstration of Capability
11:30 am - 12:00 pm	Proposed Changes to Standards to include Small Changes within Sections and Comments from VWEA/VA-AWWA: Sections 5.1, 5.4.2.e, 5.5.2, 5.5.3.2, 5.5.4, 5.62, 5.10.4, 5.10.5.c, 5.11.3, 5.12, D.1.1, etc. (as time allows)

Accreditation Process

Haverford Suite

9:00 am - 9:10 am	Introduction of Committee and Review of Agenda
9:10 am - 10:15 am	Definition of a Mobile Lab and Requirements for Certification
10:15 am - 10:30 am	BREAK
10:30 am - 11:00 am	Definition of a Mobile Lab and Requirements for Certification
11:00 am - 12:00 pm	Use of NELAC Logo by Participating Laboratories

Conference Management

Old Georgetown

9:00 am - 9:10 am	Introduction of Committee and Review of Agenda
9:10 am - 9:30 am	Discussion of Need for Continuation of Conference Management Committee and Steps for Taking Such Action
12:00 pm - 1:30 pm	Lunch (on your own)
1:30 pm - 4:30 pm	Concurrent Committee Sessions

Proficiency Testing

Cabinet/Judiciary

1:30 pm - 1:40 pm	Review of Agenda, Committee Member Introductions
1:40 pm - 2:30 pm	Chapter 2, Sections 2.0- 2.3
2:30 pm - 3:00 pm	Chapter 2, Sections 2.4 - 2.7
3:00 pm - 3:15 pm	BREAK
3:15 pm - 3:30 pm	Chapter 2, Sections 2.4 - 2.7 (continued)
3:30 pm - 4:00 pm	Appendix A - New Regression Equations
4:00 pm - 4:15 pm	Appendix B
4:15 pm - 4:30 pm	EPA Federal Register Notice - PT per method

On-Site Assessment

Haverford Suite

1:30 pm - 1:40 pm	Introduction of Committee and Review of Agenda
1:40 pm - 2:20 pm	Discussion of Checklists
2:20 pm - 2:45 pm	Status of Performance-based Measurement Systems (PBMS)
2:45 pm - 3:00 pm	Training Courses: Basic Laboratory Assessor Training
3:00 pm - 3:15 pm	BREAK
3:15 pm - 3:30 pm	Training Courses: Basic Laboratory Assessor Training
3:30 pm - 4:30 pm	Training Courses: Discipline-specific Training

Transition

Old Georgetown

1:30 pm - 1:40 pm	Introduction of Committee and Review of Agenda
1:40 pm - 1:55 pm	Review of Status of Accrediting Authority Reviews
1:55 pm - 2:25 pm	Timeline for Laboratory Accreditations
2:25 pm - 3:00 pm	Capacity of NELAP Recognized Accrediting Authorities for Accrediting Laboratories
3:00 pm - 3:15 pm	BREAK
3:15 pm - 4:30 pm	Clarification of Issues/Response to Questions

Wednesday, January 13, 1999

8:00 am - 5:00 pm	Conference Registration	Meeting Level Foyer
-------------------	-------------------------	---------------------

9:00 am - 12:00 noon	Concurrent Committee Sessions
----------------------	-------------------------------

Proficiency Testing

Cabinet/Judiciary

9:00 am - 9:30 am	Issue Consideration: Should a State Choose the PT Provider(s)?
9:30 am - 9:45 am	Appendix C
9:45 am - 10:00 am	Appendix D
10:00 am - 10:15 am	Appendix E
10:15 am - 10:30 am	BREAK
10:30 am - 10:45 am	Appendix F
10:45 am - 11:15 am	Appendix G
11:15 am - 12:00 pm	Appendix H

Field Measurement

Haverford Suite

9:00 am - 9:10 am	Introduction of Committee and Review of Agenda
9:10 am - 9:20 am	Review of Action Items
9:20 am - 9:35 am	Field Activities References
9:35 am - 9:45 am	Status of Sampling Issue Paper
9:45 am - 10:15 am	General Sampling Standard
10:15 am - 10:30 am	BREAK
10:30 am - 11:00 am	Proposed Changes to Chapter 3
11:00 am - 11:40 am	Proposed Changes to Chapter 5
11:40 am - 11:50 am	Proposed Changes to Glossary
11:50 am - 12:00 pm	Action Items

Regulatory Coordination

Lalique Suite

9:00 am - 9:05 am	Review of Agenda & Introduction of Committee Members
9:05 am - 9:55 am	Review of ISO 17025 Draft
9:55 am - 10:15 am	Discussion of EPA Regulatory Agenda
10:15 am - 10:30 am	BREAK
10:30 am - 11:15 am	New Business
12:00 pm - 1:00 pm	Lunch (on your own)
1:00 pm - 2:00 pm	Concurrent Committee Sessions

Nominating

Cabinet/Judiciary

1:00 pm - 1:10 pm	Introduction of Committee and Review of Agenda
1:10 pm - 1:35 pm	Review of Vacancies to be Filled and Qualifications
1:35 pm - 1:55 pm	Discussion of Potential Nominees

National Database

Cartier/Tiffany Salons

1:00 pm - 1:10 pm	Introduction of Committee and Review of Agenda
1:10 pm - 1:30 pm	Progress Report on Activities of National Database Committee and Recommendations for National Database

Membership & Outreach

Congressional

1:00 pm - 1:10 pm	Introduction of Committee and Review of Agenda	
1:10 pm - 1:15 pm	Approve Minutes of 12/3/98 Meeting	
1:15 pm - 1:30 pm	Frequently Asked Questions (FAQ): Development of FAQ Section for NELAC Web Site	
1:30 pm - 1:45 pm	Presentation Material: Development of Package for Placement of Web Site as Speaker Aid	
1:45 pm - 1:50 pm	Review NELAC Web Site	
1:50 pm - 2:00 pm	Discuss Role of NELAC Historian	
2:00 pm - 2:30 pm	BREAK	
2:30 pm - 4:30 pm	Closing Plenary	Crystal Ballroom
5:00 pm - 6:00 pm	ELAB Open Forum	Crystal Ballroom

Thursday, January 14, 1999

8:30 am - 12:30 pm

Environmental Laboratory
Advisory Board (ELAB) Meeting

Waterford/Lalique Suites